



The following are tips for completing the September 11th Victim Compensation Fund Eligibility Form. These tips are intended to help you to submit a complete claim that is ready to be reviewed. You should also carefully review the Claim Form Instructions and Frequently Asked Questions (FAQs) on the www.vcf.gov website before completing your claim form.

1. Remember to complete each Attestations and Certifications section of the claim form (Part IV).

The VCF will not be able to process your claim unless all Attestations are properly completed, signed, and initialed.

To complete the Attestations for Physical Injury Claims:

- Sign and date Attestation A.
- Answer the questions **and initial** Attestation B.
- Sign and date Attestation C.
- Complete Attestation D **only if** you completed Part I.B of the claim form **and if** you are submitting this claim on behalf of a minor.
 - To complete this section, sign and date whichever of the four sub-parts is applicable to your situation.
 - Note: If two parents share custody of a minor, both parents must sign this section and everywhere else that a signature is required.
- Sign, date, **and initial** Attestation E.
- Sign and date Attestation F **only if** you are represented by an attorney in connection with this claim.
- Sign and date Attestation G **only if** you are represented by an attorney in connection with this claim **and if** you wish to authorize the VCF to communicate with that attorney.
- Sign and date Attestation H.

To complete the Attestations for claims filed on behalf of Deceased Individuals:

- Sign and date Attestation A.
- Answer the questions **and initial** Attestation B.
- Sign and date Attestation C.
- Sign, date, **and initial** Attestation D.
- Sign and date Attestation E **only if** you are represented by an attorney in connection with this claim.
- Sign and date Attestation F **only if** you are represented by an attorney in connection with this claim **and if** you wish to authorize the VCF to communicate with that attorney.
- Sign and date Attestation G.

2. Submit an original and complete Exhibit A with your original signature to the VCF by mail.

Exhibit A – “Authorization for Release of Medical Records” must be completed in its entirety and submitted by mail to the VCF with an **original** signature. All other Exhibits, Attestations and Certifications may be completed and uploaded to your online claim.



3. Provide information about your diagnosis and treatment for any conditions not treated by the World Trade Center (“WTC”) Health Program.

In order to be eligible for compensation from the VCF, you must be diagnosed with a 9/11-related injury or illness that is on the list of eligible conditions and verified through contemporaneous medical records. A condition is related to 9/11 if it meets the requirement for certification for treatment adopted by the WTC Health Program. The VCF cannot take action on a claim until this requirement is met and at least one certified eligible condition has been verified for the claim.

If you are seeking compensation for a condition for which you are not being treated by the WTC Health Program, you will need to provide additional information to the VCF using the “Private Physician” forms. The forms and detailed instructions are available on the VCF website under “Forms and Resources”. It will speed the processing of your claim if you submit this information at the same time you submit your Eligibility Form rather than waiting for the VCF to request the information from you.

4. List every day that you were present at a 9/11 Crash Site.

You should list *every day and every time* that you were present at a 9/11 Crash Site in Part II.B of the Eligibility Form. Do not just list the first and last days that you were present. Rather, you must indicate the number of hours per day *for each day* that you were present at a crash site.

On hardcopy claim forms: If you were at a site for multiple days in a row and for the same number of hours each day, you should enter that information in one row. If you were at a site during non-consecutive days or for a different amount of time each day, you must enter your time for each day on separate rows. Again, you must account for the hours present at a site for *each day* that you allege presence.

On the online claim filing system: If you were at one site for multiple days in a row and for the same number of hours each day, you may enter these days all together as one entry. To do so, select that date range on the calendar or manually enter the appropriate dates in the “Start Date” and the “End Date” fields. Then verify that the correct date range is displayed in the “Start Date” and “End Date” fields, and if so, click the “Set Range” button to set the date range. Next, select the site for which you are claiming presence from the drop down list, and then enter the number of hours that you were present each day in the field provided. Click “Save.” Your entry will be saved. If you were at a site during non-consecutive days or for a different amount of time each day, you must enter each day separately. To do so, select that date on the calendar or manually enter it in the “Start Date” and “End Date” fields and click “Set Range.” Then select the site, enter the number of hours you were present that day, and click “Save.”

5. Upload or mail all supporting documentation before submitting your claim.

If you are submitting your claim online, do not click the “Submission Complete” buttons on the Supporting Document Checklist until you have actually uploaded or mailed all of your supporting documents for each particular section. You will not be able to submit your claim until you have clicked each “Submission Complete” button, but you should not do so until your submission is actually complete. If you have not gathered all of your supporting documents, you may upload the documents that you have gathered, but should not click “Submission Complete” until all documents have been gathered and submitted. Please refer to the Supporting Document Checklist and the Claim Form Instructions for the types of supporting documentation that must be submitted with your claim.